

ANNUAL REPORT MARCH 31, 2005

**AMHERST HOUSING AUTHORITY
33 KELLOGG AVENUE
AMHERST, MASSACHUSETTS**

Joan Ross Logan, Chair
Peter Jessop, Vice-Chair
Judy Collins, Treasurer
Judy Brooks, Assistant Treasurer
Steve Rogers, Member

Donna Crabtree, Executive Director

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AMHERST, MASSACHUSETTS 01002**

ANNUAL REPORT AMHERST HOUSING AUTHORITY

The Amherst Housing Authority (AHA) respectfully submits its Annual Report to the citizens of the Town of Amherst, Ms. Jane Gumble, Director of the Department of Housing and Community Development, the Secretary's representative of the U.S. Department of Housing and Urban Development, and State Auditor Joseph DeNucci for the year ending March 31, 2005.

The members and staff of the Amherst Housing Authority reaffirm their continued desire to serve all the citizens of Amherst, including those who reside in the several buildings that the Authority owns and also AHA tenants who reside in privately owned buildings in the Town of Amherst.

Sincerely,

Joan Ross Logan
Chair

BOARD OF COMMISSIONERS

The voters of the Town of Amherst elect four members of the Board at large and the Governor of the Commonwealth of Massachusetts appoints one member. All members serve five-year terms. The members establish policies regulating the operation of the Amherst Housing Authority. Regular Board meetings are held on the fourth Tuesday in the community room at Ann Whalen Apartments.

Members of the Amherst Housing Authority Board of Commissioners are:

Commissioner	Term Expiration
Judy Brooks	April 2010
Steve Rogers	April 2007
Joan Ross Logan	April 2007
Peter Jessop	April 2009
Judy Collins	April 2006

At their annual meeting in April, Joan Logan was elected Chair; Peter Jessop, Vice-Chair; Judy Collins, Treasurer; and Judy Brooks, Assistant Treasurer.

Judy Brooks was elected to an additional 5-year term in March 2005. The Board reappointed Peter Jessop as its representative on the Community Preservation Act Committee. Joan Logan is the Authority's legislative liaison. In her capacity as a Board member of the Massachusetts Chapter of Housing and Redevelopment Authorities, Donna Crabtree is Chair of the Scholarship Committee and Vice-Chair of the Leased Housing Committee.

AMHERST HOUSING AUTHORITY HIGHLIGHTS

In November 2004, the Authority received an Agency Award of Excellence in Administrative Innovation from the National Association of Housing and Redevelopment Officials. The award was presented to agencies that participated in the development of a Massachusetts-wide Section 8 Voucher Program waiting list. In addition, the Amherst Housing Authority received an outstanding-agency award from the Massachusetts Chapter of Housing and Redevelopment Authorities for the purchase of 99 Bridge Street. In partnership with the Grace House, the house's four units serve as a transitional residential housing program for mothers in recovery and their children.

As part of its efforts to expand affordable housing opportunities in town, the AHA is completing plans for the development of new rental housing on Main Street. The Authority continues to participate in a state-funded pilot program to develop prototypes for modular family housing. The Zoning Board of Appeals approved the site plan for Tamarack Drive; construction of four units (two duplexes) is anticipated during the upcoming year.

The AHA received a capital grant award from the U.S. Department of Housing and Urban Development in the amount of 30,063.00 for improvements at Watson Farms Apartments.

The Housing Authority completed its Five-Year (2005-2009) Agency Plan with the assistance of a Resident Advisory Committee. The plan includes a mission statement, goals and objectives, and numerous policies and budgets. It is available for public review in the Authority offices, in the Planning Department at Town Hall, and in the Jones Library. The Agency Plan was submitted to the U. S. Dept. of Housing and Urban Development (HUD) for approval.

The Authority received a special permit from the Zoning Board of Appeals for new offices located on the first floor of Ann Whalen Apartments. The construction of these offices is 95% complete.

The AHA continues to improve its existing management, maintenance, and rental assistance programs and to emphasize preventative maintenance.

AMHERST HOUSING AUTHORITY STAFF

In addition to the actual day-to-day management, maintenance, and administration of the Authority's programs, the AHA staff provides housing referrals and information to the general public and to local and state agencies and boards.

Administrative Personnel

Executive Director	Donna Crabtree
Housing Manager	Nancy Schroeder
Director of Housing Programs	Paula Sayword
Office Manager	Pam Predmore
Section 8 Program Coordinator	Debbie Turgeon
Bookkeeper	Lowell LaPointe
Program Assistant	Juana Trujillo

Maintenance Personnel

Maintenance Supervisor/Mechanic	Jerry Aldrich
Maintenance Laborer	John Summers
Groundskeeper/Custodian	Dana Glazier

Contract or Grant-Funded Staff

Support Service Coordinator	Eunice Torres
Fee Accountant	Gary DePace
Counsel-State Programs	Christopher Brown, Esq.

AMHERST HOUSING AUTHORITY HOUSING

NAME OF BUILDING	# OF UNITS	FUNDING TYPE	BUILDING NUMBER	DATE OF OCCUPANCY
<u>ELDERLY/ HANDICAPPED</u>				
Chestnut Court Apts.	30	State	667-1	1962
Ann Whalen Apts.	80	State	667-2	1975
Jean Elder House	23	State-Private	667-3	1980
<u>FAMILY</u>				
Watson Farms Apts.	15	Federal	085-1	1982
Stanley St.	2	State	705-2	1988
Jenks St.	4	State	705-3	1989
Olympia Drive	4	State	705-1	1992
Fairfield St.	6	State	705-1	1992
Bridge St./Market Hill	6	State	705-1	1992
99 Bridge Street	4	Private	Section 8 vouchers	2003
<u>HANDICAPPED</u>				
John C. Nutting	5	State	689-1	1981
Moreau House	8	State	698-2	1990

RENTAL ASSISTANCE PROGRAMS UNDER CONTRACT

NAME OF PROGRAM	UNITS	TYPE
Section 8 Rental	413	Federal
Mass. Voucher Program	20 units	State

Maintenance/Capital Improvements

The maintenance staff prepared 23 vacancies for occupancy and completed 740 work orders. The staff also maintains the grounds and buildings at the Authority's twelve properties.

The Authority completed the following capital improvement projects: roof replacement at John C. Nutting Apartments; apartment rehabilitation of family housing units; and replacement of flooring, carpeting, and bathroom fans.

Management

The Authority processed 800 new applications during the year and maintained combined waiting list totals of 961 applicants. This includes 414 applications that the Authority processed as part of the Section 8 statewide central waiting list. That list currently has 44,348 applications on it.

AHA staff processed 220 income recertifications and signed leases with 23 new households residing in AHA-owned property.

The Authority renewed its contract for Executive Director services with the Hampshire County Regional Housing Authority.

Rental Assistance Programs

The AHA administers three rental assistance programs: the Section 8 Housing Choice Voucher Program funded by the U.S. Department of Housing and Urban Development (HUD), as well as the Massachusetts Rental Voucher Program (MRVP) and the Alternative Housing Voucher Program (AHVP), both funded by the Massachusetts Department of Housing and Community Development. Both programs permit eligible households to occupy privately owned units. The Authority pays part of the monthly rent directly to the owner. Over 90 local owners participate in the programs.

In 2004, the U. S. Department of Housing and Urban Development designated the Authority as a high performer; we received a 100% score on the HUD's Section 8 Management Assessment Program.

AHA staff issued 58 Section 8 Housing Choice vouchers, completed 550 income recertifications and leased 39 new families on the program. The Authority also completed 25 MRVP and AHVP income recertifications.

637 housing inspections were completed during the year. These inspections included annual, move-in, and special inspections of units leased through the Section 8 and conventional housing programs.

Resident Services

The Support Service Program, through its Coordinator, arranges for counseling, individual assessments, support, and crisis intervention to elderly/handicapped residents. The program also provides a number of educational forums for residents.

Ann Whalen Tenant Organization, with Jean Haggerty as its coordinator, established a Monday Wellness Clinic in collaboration with the nursing department at the University of Massachusetts. Four student nurse interns completed 80 hours of community health services at Ann Whalen Apartments. The very successful program will continue with volunteers over the summer months. New student interns will return in the fall.

The Tenant Organization raised funds for the upgrade of the electrical system in the greenhouse. This project was completed in June. The Organization also sponsors meetings, workshops, and social events for all Ann Whalen residents.

A number of tenants at Chestnut Court and Ann Whalen Apartments are very active in gardening. They have provided many hours of labor enhancing the landscape with flowers and shrubs at both developments.